



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

| Human Resources - 101.00 | | |
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| S.O.P. # 101.12 | Shift Trades | PAGE: 1 OF 1 |
| EFFECTIVE: 07/01/2001 | Authorized: John Filer, Chief | |
| REVISED: 12/15/2017 | Authorized: William Stephens, Director | |

101.12.01 Purpose

To establish procedures for shift trades.

101.12.02 Policy

- Shift trades are permissible so long as:
 - They are performed within a sixty (60) day time period;
 - They do not result in overtime;
 - All shift trades are hour for hour;
 - They are approved by an EMS Operations Captain, MDO's may approve shift trade requests at the discretion of the Operations Captain;
 - They do not result in an employee exceeding the permissible number of consecutive hours worked.
- Unless held-over by emergency situations, personnel of the EMS Division are not permitted to work in excess of forty (40) hours in a row. These hours are inclusive of scheduled shifts, shift trades, training hours, collateral duty assignments (TEMS, Hazmat, Marine Unit, etc) and special event standbys.
- A shift trade cannot be performed on an employee's last scheduled shift prior to their official date of resignation.

101.12.03 Procedure

- Shift trades are to be submitted in Snap Schedule 365.
- All shift trades are to be submitted in Snap Schedule 365 for approval prior to the shift trade occurring. Once the status of a shift trade request shows as "Complete, pending approval" it will be evaluated by the Operations Captain.
- Once the shift trade is posted in Snap Schedule 365 it is final.
- Employees submitting a shift trade will not be permitted to swap hours in which they are already responsible due to a previous shift trade. (i.e., you can't swap a shift trade)
- Shift trades should be received at least forty-eight (48) hours in advance and will be accepted seven (7) days a week. Submission of a shift trade less than forty-eight (48) hours away requires the employee to notify the Operations Captain of the submission.
- Shift trades may be performed with part time employees as long as the shift trade is completed in its entirety within the same pay period.